

Judicial Administration Committee  
Judicial Conference of Indiana

**Minutes**  
August 11, 2006

The Judicial Administration Committee of the Judicial Conference of Indiana met at the Indiana Judicial Center on Friday, August 11, 2006 from 10:00 a.m. – 1:00 p.m.

1. Members present. Thomas P. Boyer, James R. Heuer, Tanya Walton Pratt, P. Thomas Snow, Mary G. Willis and Judith S. Proffitt, Chair.
2. Staff present. Jeffrey Bercovitz provided the committee with staff assistance.
3. Guests present. Senior Judge David Matsey was also present.
4. Minutes approved. The minutes for the committee on June 9, 2006 were approved.
5. Managing Cases with Pro Se Litigants. Committee members completed review of materials included in Managing Cases with *Pro Se* Litigants revised by Judge Matsey. They reviewed **Samuels v. State**, 849 N.E.2d 689 (Ind. Ct. App. 2006) and **Smith v. Maximum Control Facility**, 850 N.E.2d 476 (Ind. Ct. App. 2006). They agreed to:
  - a. List each form within a chapter in the Table of Contents;
  - b. Rename two chapters: Inmate Litigation - Civil Proceedings; and Inmate Litigation - Civil Proceedings;
  - c. Delete the Appt. of GAL form in the Guardianship section,
  - d. Move the Notice to Incarcerated Petitioners, and Checklist for New Paternity Cases to the paternity chapter;
  - e. Delete the Order dismissing the Petition for PCR; and
  - f. Place materials in the Inmate Litigation - Civil Proceedings, in the following order: Prisoner Inmate Procedures and Cases; Dialogue for Request for Appointment of Pauper Counsel; and Screening statute.
  - g. Members of the committee requested either a paper copy of the new set of materials or, if only a CD ROM is distributed, make a paper copy available upon request.
6. Next meeting:
  - a. Committee members agreed to begin work on the judicial weighted caseload measures and have the Indiana University Center for Survey Research attend the October meeting. Jeffrey Bercovitz asked committee members to review the previously distributed 2002 Judicial Weighted Caseload Materials at the committee website: <http://www.in.gov/judiciary/committees/administration.html>.
  - b. Members of the committee agreed to the hold meetings on the following dates: Friday October 13, 2006; and January 12, February 9, March 9, May 11, and June 8, 2007; all from 10:00 a.m. - 4:00 p.m. at the Indiana Judicial Center.

Respectfully submitted,

Jeffrey Bercovitz, Director  
Juvenile and Family Law